

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE:	Area Manager	POST NO:	NGM04
DIRECTORATE:	Neighbourhoods	SECTION:	Grounds Maintenance
GRADE:	7	CAR ALLOWANCE:	Essential
DBS CHECK:	NO	DBS LEVEL:	N/A

PURPOSE OF THE JOB: To manage the work and resources of the Grounds Maintenance Service for a designated area within the District. Duties will include: work planning, staff supervision, contract monitoring & management, landscape development and budget control

DIRECTLY RESPONSIBLE TO: General Manager, Grounds Maintenance Service

DIRECTLY RESPONSIBLE FOR: Personnel of the Grounds Maintenance Service as designated

Others with whom there are direct working relationships: Parish/Town Clerks, day-to-day contractual matters, Members of the Council, other officers of EFDC, contractors, Highways and Housing Inspectors, finance/admin staff

LIMITS OF AUTHORITY: See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service responsibilities

1. To be responsible for works carried out by the Grounds Maintenance Service within a designated area and ensure all contractual obligations of the Service are met.
2. Investigate and satisfactorily resolve all complaints/enquiries received for the area of responsibility in a courteous and professional manner.
3. Maintain accurate records on both computerised and manual office systems used to produce works specifications & instructions, orders, reports, monitor sheets and statistical information.
4. Be responsible for staffing, vehicles, plant and other resources as designated.
5. Organise and manage work undertaken by external contractors working on behalf of the Service.
6. Deliver an effective and efficient grounds service that meets contractual performance and management targets. To rectify any service performance issues identified and develop proposals for continuous improvement.
7. Keep abreast of changes in legislation and operational developments within the grounds maintenance industry and related topics.
8. Represent the Service/Directorate at meetings as required including: other local authorities, work groups, contractors, consultants, parish councils and outside bodies.
9. To participate in all mandatory and Service related training courses as directed.

(b) Corporate responsibilities:

1. To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

2. Management responsibilities:

1. Undertake direct/day-to-day management of operational staff engaged in all aspects of grounds maintenance and landscaping work undertaken by the Service including issuing job instructions, work programmes, and the allocation of vehicles, plant and equipment as required.
2. To programme and manage work undertaken by the Service to ensure that the work is completed in accordance with relevant specifications.
3. Ensure all plant & equipment and vehicles are fully operational, properly maintained and remain fit for purpose. Oversee completion of vehicle/machinery daily maintenance inspections and ensure these are recorded.
4. Ensure that adequate staff training is provided for the safe use and operation of all vehicles, plant and equipment and that at all times, the Council's Health & Safety policy is observed.
5. In the event of sickness absence or other factors, ensure that sufficient staff are available either through reprogramming of work, use of overtime working or arranging agency cover to ensure standards are maintained.
6. To monitor all work completed and ensure that the Service undertakes efficient working methods and to take such action as necessary, to ensure satisfactory performance levels are maintained.
7. To introduce revised methods of working when and where these are seen to be of benefit.
8. To help maintain and control all equipment, materials and stock held by the Grounds Maintenance Service and arrange to replenish these as necessary or directed.
9. To check time sheets, annual leave cards and other documentation for accuracy and authorise as required.
10. Monitor sickness absence and undertake relevant actions in accordance with the Council's Absence Policy.
11. Undertake staff appraisals in accordance with the agreed scheme and report any findings e.g. training requirements etc.
12. Participate in staff recruitment and induction programmes as required.
13. To provide absence cover for other managers and respond to emergency and out of hours calls as directed.
14. To attend site and office meetings as required, respond to written/emailed and telephone enquiries in a courteous and helpful manner and provide horticultural/arboricultural advice as required
15. To liaise with the Administrative Officer and Clerical Assistants with regard to enquires from members of public/Councillors/officers concerning contracts & work schedule clarifications etc.
16. To liaise with and supervise external contractors working on behalf of the Grounds Maintenance Service or under contract to the Council.
17. To be responsible for organising and implementing security arrangements in respect of buildings/stores, machinery & equipment and materials.
18. To observe all personnel policies and procedures in recruitment, selection, disciplinary and grievance matters, with guidance from Human Resources .
19. To undertake any other duties commensurate with the grading of the post as specified by the General Manager. The duties of the post may vary from time to time without changing the general character of the position or the level of responsibility.

(d) Responsibilities for Health and Safety:

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific

responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.
1. To ensure that safe working practices are used and adhered to, relevant Hazard Risk Assessments are in place and completed/reviewed as necessary, and that any breaches of Health and Safety are reported to the General Manager & Safety Officer without delay.
 2. Ensure that all substances hazardous to health are assessed under COSHH Regulations and that chemical stores and associated equipment are recorded, maintained and issued appropriately.
 3. Issue and record PPE allocation as appropriate, and maintain and monitor its compliant use and appropriateness.
 4. Ensure that all accidents, incidents, dangerous occurrences and near misses are recorded, investigated and reported in accordance with relevant Council procedures/practices.

(e) Responsibilities for Finance

To ensure, in conjunction with the General Manager, that the budget/quotation parameters are monitored on all jobs.

Ensure all work instructions contain the correct information so that jobs can be costed so as to:

- ascertain costs of normal contract maintenance programme.
 - ensure “one off jobs” etc. are within estimates.
1. Manage the relevant budgets in pursuance of the Council’s aims and objectives and in accordance with Council Standing Orders and Financial Regulations.
 2. To authorise, amend or withhold payments as necessary within delegation, all works instructions relating to service contracts.
 3. Assist in preparing cost estimates for both revenue and capital budgets expenditure relating to the Grounds Maintenance Service.
 4. Be responsible for controlling budgets within delegation, to monitor expenditure using computerised records and prepare estimates for works as required or directed.
 5. To be the authorised signatory for specified budgets, times sheets, orders and invoices.

POLITICALLY RESTRICTED POST: **No**

REHABILITATION OF OFFENDERS ACT 1974: **Exempt**

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

PERSON SPECIFICATION

POST TITLE: Area Manager

POST NO: NGM04

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
1.	Education, Training and Knowledge			
(a)	Good standard of Maths and English to GCSE Grade C or equivalent.	E		AF
	ILM or equivalent Management qualification.	E		AF
(b)	Horticultural training – Amenity.	E		AF/I/ST
	Groundsmanship training – IOG.		D	AF
	Arboricultural training.		D	AF
(c)	Good understanding of relevant Health & Safety legislation.	E		AF/I
	Knowledge of C.O.S.H.H. & Risk Assessment.	E		AF/I
	Knowledge of Playground management, monitoring and inspection to N.P.F.A. standard.		D	AF
	Experience working for a Local Authority in similar role.		D	AF
	Nursery practices.		D	AF
	Sports Marking.	E		AF/ I
(d)	Membership from relevant horticultural, management institutes.		D	AF
(e)	IT training will be required on the following:			
	Spreadsheet (Excel)		D	AF
	Word (Microsoft)	E		AF/I
	Confirm		D	AF
2.	Experience			
	Proven experience of operational/contract management in grounds maintenance.	E		AF/I/ST
	Chemical application/storage procedures.	E		AF/I
	Management and operation of relevant plant, vehicles, equipment.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(a)	Staff management/supervision.	E		AF/I
	Horticultural, groundsmanhip & arboricultural Knowledge.	E		AF/I/ST
	Planning of staff work schedules.	E		AF/I
	Ability to provide detailed costings in line with work specifications.	E		AF/I
	Working with a Certificated BS EN ISO 9000 Quality System.		D	AF
	Understanding of general office administration processes.	E		AF/I
3.	What skills are required on appointment in order to carry out the job?			
(a)	<u>Oral Communication</u>			
	Ability to communicate effectively across all staffing levels, customers, Council officials and professionals.	E		AF/I/ST
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E		AF/I
(b)	<u>Written Communication</u>			
	Ability to compose formal letters and reports.	E		AF/I/ST
(c)	<u>IT Skills</u>			
	Knowledge of Microsoft Word and Excel.	E		AF/I/ST
(d)	<u>Physical Skills</u>			
	Able to provide staff training in the operation and safe use of relevant tools and machinery and equipment.	E		AF/I/ST
(e)	<u>General Skills</u>			
	Commercial awareness.	E		AF/I
	Able to plan and prioritise own workload.	E		AF/I
	Good time management.	E		AF/I
	Leadership.	E		AF/I
	Flexibility.	E		AF/I
4.	Expected Values and Behaviours			

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
(a)	<u>Trust</u> Be open, honest and respectful when dealing with other staff, our residents and customers.	E		I
(b)	<u>One Team</u> Work together as a team and build good working relationships with staff, our residents and customers.	E		I
(c)	<u>Performance</u> Always strive to deliver the best possible service to our residents and customers.	E		I
(d)	<u>Innovation</u> Seek to develop and improve our services.	E		I
(e)	<u>Customer</u> Consult with our customers and try to understand their service needs. Keep the customer informed.	E		I
5.	What are the physical demands required to carry out the job?			
	Ability to work in confined spaces/unpleasant/difficult conditions.	E		AF/I
	Able to work outside in all weathers.	E		AF/I
	Use of equipment requiring agility/dexterity.	E		AF/I
	Loading and unloading of materials and equipment.	E		AF/I
6.	Other Requirements:			
	A full clean current driving licence and own vehicle is required for site visits.	E		AF/I
	EFDC Internal Driving Assessment must be taken.	E		AF/I
	Ability to drive a vehicle with a trailer.		D	AF/I
	A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		AF
	Able to be flexible on core hours and work in excess of contracted hours when necessary e.g. attend meetings, emergency work and out of hrs cover .	E		I

Signed: _____

(Director)

Date: _____

AF - Application Form
I - Interview
ST - Sample Test

R - References

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Post Number: NGM04	Job Title: Area Manager
Authority:	Comments:
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	No
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	Yes
<p>Financial Regulations</p> <p>As required by Heads of Service or as directed by the Council.</p>	Yes
<p>Delegated Authorities</p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	No
<p>Statutory Authorities</p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	No
<p>Signing of Correspondence</p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	Yes
<p>Supervisory/Managerial</p> <p>As determined by the Head of Service.</p>	Yes